

**Borough of Washington
Warren County, New Jersey
Recreation Commission Meeting Minutes
December 27, 2017 - 7:00 PM**

The Meeting of the Recreation Commission of the Borough of Washington, Warren County, New Jersey was held in the Council Chambers of Borough Hall at 7:00 p.m.

Opening 7:07 p.m.

Flag Salute

Statement of Adequate Notice

- Terry Thomas read the following Statement into the Record: “The requirements of the ‘Open Public Meetings Law, 1975, Chapter 231’ have been satisfied in that adequate notice of this meeting has been published in the Star Gazette and posted on the Bulletin Board of Borough Hall stating the time, place and purpose of the meeting as required by law.”

Roll Call

- Present: Rick Feldman, Joe Pinto, Terry Thomas, Adam Zimmer (left the meeting at 9:00 pm). Also present: Gary Masenior, Recreation Director, and Susan Turner, Recreation Secretary.

Audience Participation

- Adam Zimmer moved to open the audience participation portion of the meeting. Seconded by Terry Thomas. Ayes: 4 Nays: 0, Absent 3, Abstain: 0. Motion passed. Audience participation portion opened.
- Chris Cannavo, Warren Hill Youth Baseball Association, approached the podium. He has completed field requests for Vara and Steinhardt fields. He and Adam Robinson, Washington Youth Baseball, previously discussed practice and game schedules on Steinhardt field. Each will need two weekday evenings for practice and one weekend day for games. WHYBA will allow WYB first choice of weekdays. WHYBA will share Vara with Girls Softball.
- Sponsorship signs/shared costs – Chris stated WHYBA did not collect any sponsorship money last year so the signs on Steinhardt fence were either from Washington Youth Baseball or left over from the previous year. He passed around WHYBA’s sponsorship request form showing the various levels. Rick Feldman said if sponsor signs are allowed on the fence we must receive a portion of the proceeds and must approve the signs. Chris asked what percentage of the sponsor money does the commission want. Adam Zimmer suggested the two baseball organizations pay for the ballfield clay. Gary said the clay was \$885 for 15 tons from Partac. Gary will get sponsor information from Adam Robinson.
- Mayor David Higgins approached the podium. He thanked all the commissioners, the Recreation Director and Recreation Secretary for their work this past year. He said the Borough Council will see how they can help Recreation in 2018. He feels Gary has many good ideas and things look positive. He will try to attend a lot of meetings next year. Council’s reorganization meeting will be held Jan 2, 2018 and a new Recreation liaison may be appointed. Terry Thomas thanked Dave for his support and appreciated him attending several of our meetings in 2017.
- Adam moved to close the audience participation portion. Seconded by Terry Thomas. Ayes: 4 Nays: 0 Absent: 3. Abstain: 0. Motion passed. Audience participation closed.

Minutes of Prior Meeting

- Gary Masenior noted a correction to be made on page 2 in the last line of the Recreation Director’s Report section of the minutes: “the buildings which never rose above 40 degrees” should read “the buildings which never went below 40 degrees” Adam moved to accept the minutes with changes from the November 29, 2017 meeting. Seconded by Terry. Ayes: 4 Nays: 0 Absent: 3 Abstain: 0. Motion passed.

New Business:

- Recreation Director – Terry stated that Gary requested a leave of absence for up to 2 months from January to March 2018. Gary said it will be less than 2 months. Two commissioners did not know about this. Terry stated it was to be discussed at earlier meetings that did not occur because of lack of quorum.
- Establish policy wording requiring signed registration form before practice – Currently there is no written policy in the Recreation bylaws, sports program rules or league rules which require a signed registration form prior to practice. This is necessary from a liability standpoint. Susan stated that commissioners are diligently telling parents they must turn in registration forms. The problem arises with coaches telling “walk in” players at early practices they can participate and telling their parents to send in the registration form later. Coaches must be made aware this cannot be done. Susan and Gary will develop a statement to be added to the registration forms and posted on the Recreation website and Facebook page.
- Establish policy re: payment of vouchers/invoices – Two referee vouchers from basketball games played in February 2017 were recently received in the Recreation office. Gary stated if a service has been rendered the fees must be paid. However, a statement could be included that a delay in submitting vouchers could result in a delay in rendering payment.
- Hockey equipment – Adam told Gary equipment is at Memorial School and in a storage closet in the Taylor Street gym. An extra set of PVC goals is at Memorial School. The NJ Devils provide sticks, balls and goalie pads. Gary also said hockey FAQ’s on the Recreation website state we provide equipment but does not say we do not provide helmets, shin pads, gloves or mouth guards. Rick asked how much it would cost to outfit all the players. Gloves cost about \$30, Helmets over \$40 and shin guards about \$25. Parents could purchase mouth guards. Commissioners said we would be responsible for re-certifying and disinfecting the equipment after each season.
- New policy considerations – Gary recently resolved a bullying issue which prompted him to write up a policy which he asked the Manager and Borough Attorney to review. The attorney sent recommendations which Gary will work on and send via email for commissioners to review. Rick asked if we can get a professional to address bullying rules with the commission.
- Budget – Gary handed out several sheets of information. He began with Preliminary Manager/Laborer schedule for 2018. Joe Pinto asked how Gary will find a lifeguard (manager) who is also qualified to work in the park. Gary said he had a cashier who worked as a laborer last year and he has 3 or 4 capable people already in mind. Rec will pay for the 3 pool managers Certified Pool Operators classes which cost \$300-\$400 each though there may be a discount for 3. This will allow Gary to be away from the pool to work in other areas. Pool Budget Expenditures 2017 – Gary reviewed all the numbers. An adjustment was made to Swim Team head coach. Pool Salary Budget Proposal – Rick asked about opening Memorial Day weekend. Gary said that would add 3 days to his numbers. All of the salaries were calculated using the highest pay rate and include the NJ state 2% pay increase. With his new schedule we would save over last year. Swim Lesson Coordinator – Gary wants a person with Water Safety Certification. – Maintenance – Last year 2 people worked 40 hours per week. Gary doesn’t think we need that much time especially at the beginning and end of the season; March and Sept through Nov 20 hours per week, April through August 35 hours per week. He lowered the pay rate to \$11.39 per hour. Joe asked if the time allotted will allow for all the necessary field prep in the spring. Gary reminded Joe that DPW will be tending the the park areas outside the pool and ballfield fences. – Swim Team salaries – Joe said the Swim Team contract needs to be reviewed, amended and renewed for 2018. Somewhere between 2013 and 2015 the hourly pay was increased and it is too high. The Sharks base their portion on the anticipated registrations and coaching hours. They anticipate the head coach at a bit more than \$10 per hour and the assistant at \$8.68 (minimum wage). There is a Sharks meeting in January where it will be further discussed. – Rec Dept. Budget worksheet condensed and regular. Gary reviewed the numbers which were updated 12/26/17.

- Adam Zimmer left the meeting at 9:00 pm causing a lack of quorum. No further votes could be taken.

Old Business:

Recreation Director's Report

No report.

Council Liaison's Report

- No report.

Recreation Secretary's Report

- No report

Sports Programs

- Easter Egg Hunt — No report.
- 5k – (commission) – No report.
- Youth Soccer – (James Sawyer) – No report.
- Street Hockey – (Adam Zimmer) –No report.
- Youth Basketball – (James Sawyer/Sean Farrington)- No report.
- Lil' Hoopsters – (Terry Thomas) – No report.
- Youth Baseball – (Adam Zimmer) – No report.
- Girls Softball – (Terry Thomas) – No report.
- Adult (Men's) Softball – (Adam Zimmer) –No report.
- Karate – () – No report.
- Swim Team – (Rick Feldman) – No report.
- Pool – (Rick Feldman) – No report.
- Swim Lessons – (Rick Feldman) – No report.
- Zumba – No report.
- Tennis Clinic – (Joe Pinto) – No report.

Executive Session (if requested)

- No Executive Session.

Facebook page

- No report.

Discussion

- No further discussions.

Recap

Commissioner Comments

- Sean Farrington –Absent.
- Rick Feldman – No comments.
- Bill Lyons – Absent.
- Joe Pinto –No comments.
- Terry Thomas –No comments.
- James Sawyer – Absent.
- Adam Zimmer – No comments.

Adjournment

- Adam Zimmer left the meeting at 9:00 resulting in a lack of quorum. No vote for adjournment could be held. Meeting ended at 9:00 pm.